Flowcharting Standards – Please use ONLY the symbols shown below, following these guidelines:
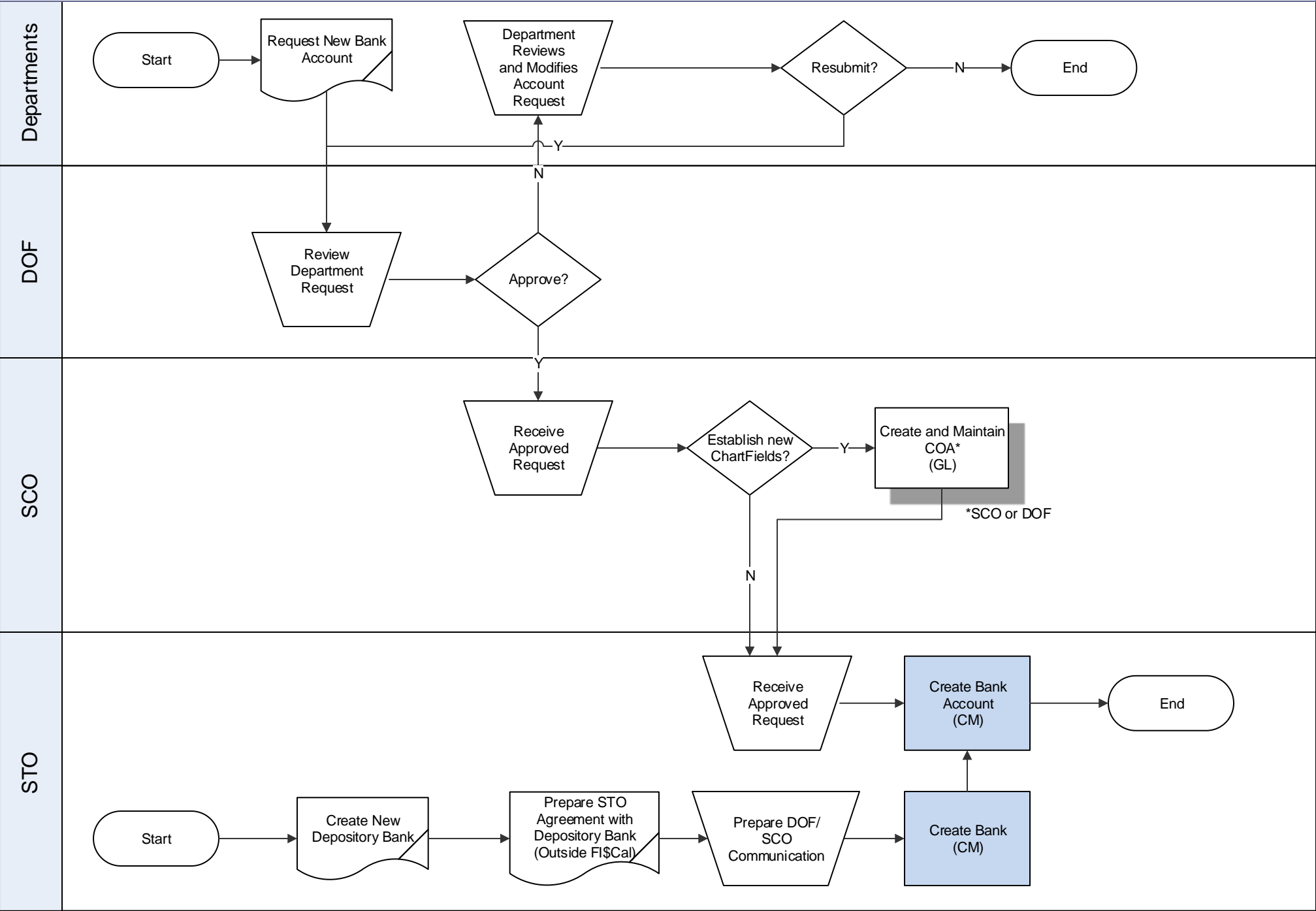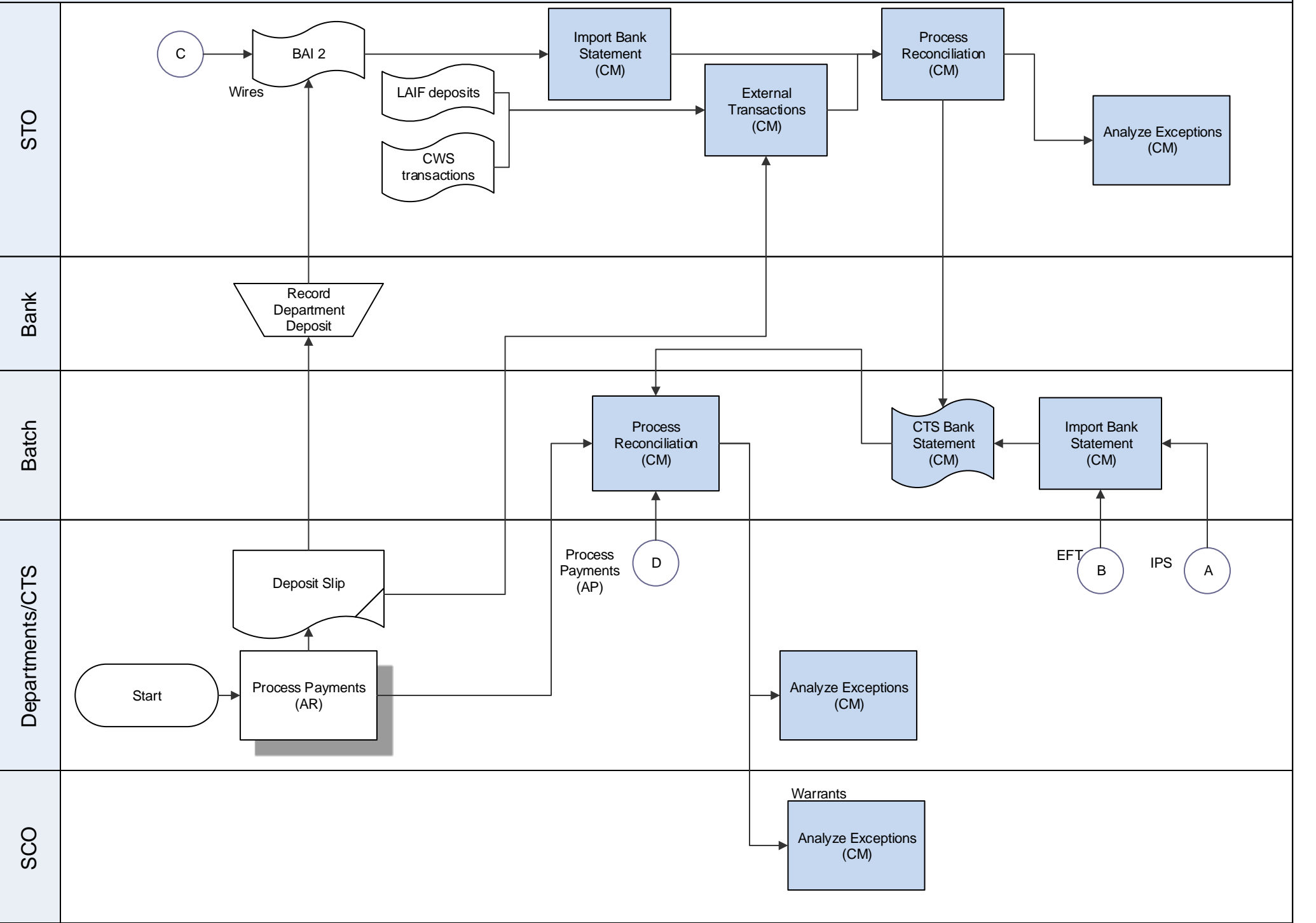
Template Key

Start/End - Indicates point at which the process begins or ends. Does not represent any activity.

(Start/End)

Decision - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.

(Decision)

System Task - Represents an individual step or activity in FI$Cal.

(System Activity)

Manual Task - Represents an individual step or activity in the process that is made out of FI$Cal.

(Manual)

Input Documents – A paper document (or email) that is used for entering data in the process. For electronic data should be use the Interface shape.

(Input)

Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

(A)

Interface – Data conversion from one electronic system to another.

(Interface)

Batch Process - Represents a batch process within FI$Cal. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.

(Batch Process)

Flow Arrow

Intra Integration Process - A input or Output to some other process within the same capability

(Intra Integration Process)

Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).

(Output)

Role

Swim lanes used to indicate which user role has primary responsibility for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles.

CM - Create and Maintain Bank and Bank Account

Departments

Start → Request New Bank Account

Department Reviews and Modifies Account Request → Resubmit?

Resubmit? → N → End

Resubmit? → Y → Department Reviews and Modifies Account Request

DOF

Review Department Request → Approve?

Approve? → N → Department Reviews and Modifies Account Request

SCO

Approve? → Y → Receive Approved Request → Establish new ChartFields?

Establish new ChartFields? → Y → Create and Maintain COA* (GL)

*SCO or DOF

Establish new ChartFields? → N → Receive Approved Request

STO

Receive Approved Request → Create Bank Account (CM) → End

Start → Create New Depository Bank → Prepare STO Agreement with Depository Bank (Outside FI$Cal) → Prepare DOF/ SCO Communication → Create Bank (CM) → Create Bank Account (CM)

CM – Bank Statement Reconciliation

STO

- C → BAI 2 (Wires)
- LAIF deposits
- CWS transactions
- Import Bank Statement (CM)
- External Transactions (CM)
- Process Reconciliation (CM)
- Analyze Exceptions (CM)

Bank

- Record Department Deposit

Batch

- Process Reconciliation (CM)
- CTS Bank Statement (CM)
- Import Bank Statement (CM)

Departments/CTS

- Deposit Slip
- Process Payments (AP)
- D
- Start
- Process Payments (AR)
- Analyze Exceptions (CM)
- EFT, B, IPS, A

SCO

- Warrants
- Analyze Exceptions (CM)

CM – SCO and Department Payment/Disbursement Bank Reconciliation

Banks

Image Cash Letter (Check 21)

Wire → C

STO

IPS Reconciliation

Checks, Warrants, Food Vouchers Paid

SCO

Start → Process Payments (AP)

Positive Pay File (Outstanding and Stops)

D

A — Warrants

Departments

Start → Process Payments (AP)

A — Department Checks

D
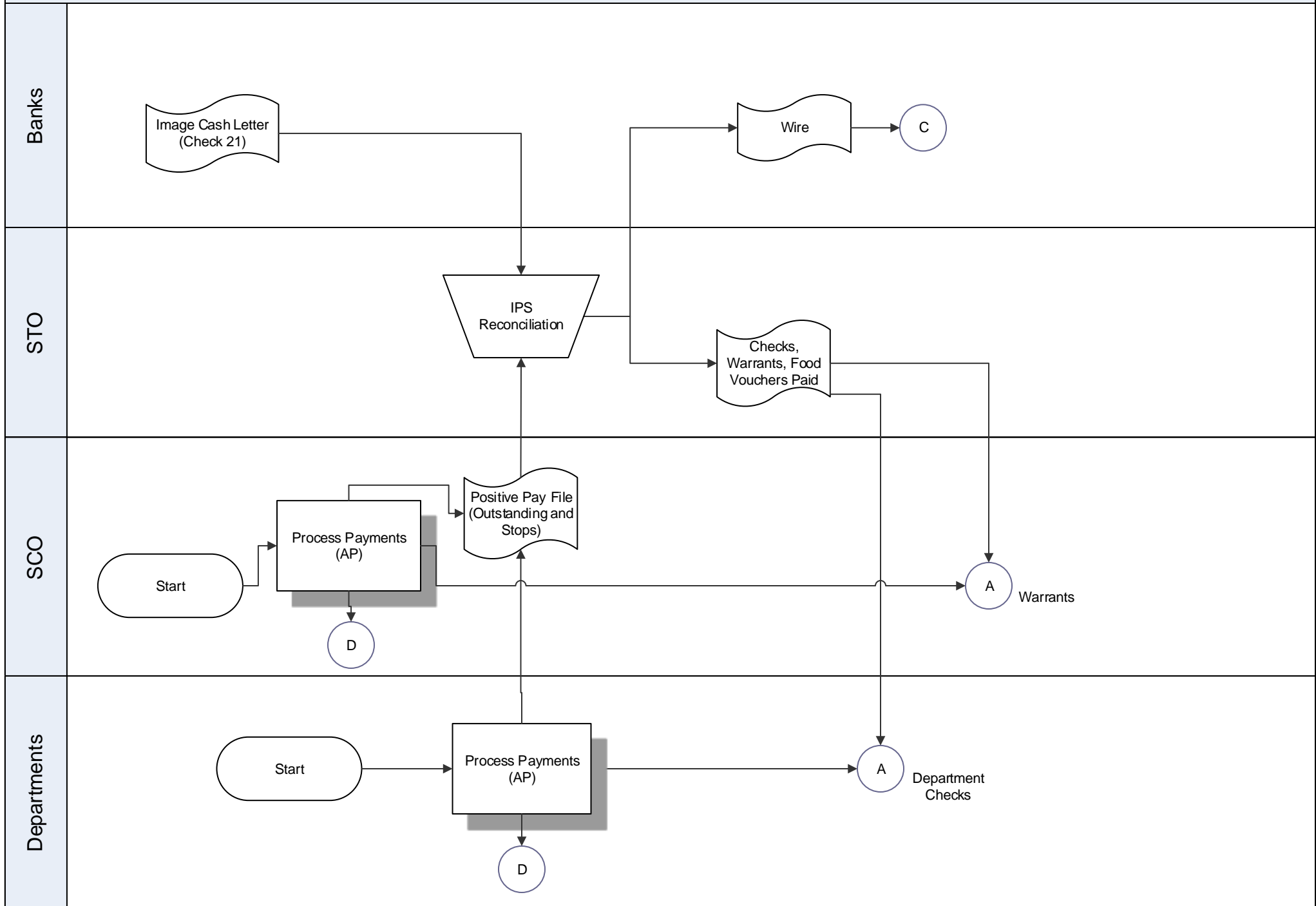
CM – EFT Payment Bank Reconciliation (SCO EFT Disbursement Contract)

Banks

EFT File

Bank Processes Wire → C

STO

Review Fund Transfer Request (CM) → Reviewed?

Reviewed? — Y → Request Bank Wire Transfer

Reviewed? — Y → B

Reviewed? — N

SCO

Start

Process EFT Payments (AP)

Initiate Fund Transfer Request (CM)

Modify Fund Transfer Request (CM)